

# STEVENS POINT POLICE DEPARTMENT

## POSITION DESCRIPTION

**CLASSIFICATION:** **AUXILIARY POLICE OFFICER**

**RANK:** Auxiliary Police Officer (Volunteer)

**SUPERVISOR:** Shift Supervisor

### Position Summary

The purpose of the Auxiliary Police shall be to cooperate with the Stevens Point Police Department, under the orders and direction of the Chief of Police and/or his subordinates, in any and all activities where the Auxiliary is activated, and shall assist in maintaining order within the city of Stevens Point, and shall carry out any lawful order issued to them by a member of the Stevens Point Police Department, with respect of the chain of command on said department.

### Description of Duties - Generally

1. Direct traffic.
2. Patrol an assigned sector of the City on foot or by conveyance as assigned.
3. Report conditions of streets, signs, curbs, sidewalks, obstructions of signs, signals or vision.
4. Take appropriate action on matters affecting public safety.
5. Employ problem-solving strategies and behaviors.
6. Provide assistance to meet the needs of the community.
7. Represent the Department at various public functions as assigned.
8. Assist co-workers in their duties, particularly during absences.
9. Perform other duties as assigned.

### Skills, Knowledge and Abilities

1. Communicate effectively both orally and in writing.
2. Proficiency in the use and maintenance of Department equipment applicable to the position.
3. Understand and apply Department rules, regulations, policies, directives, procedures and job descriptions applicable to the position.
4. Know the geography of the community.
5. Interact courteously with all levels of supervision.

## Other Requirements

1. Must possess a valid driver's license without restrictions or with correctable restrictions.
2. Able to work cooperatively and harmoniously with others.
3. Free from physical, emotional or mental conditions which might adversely affect performance of duties as an auxiliary police officer. Must be physically capable of performing duties to include, but not limited to, delivery of first aid, operating police vehicles and communicating effectively orally and in writing.
4. No felony convictions, unless fully pardoned.

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